



AGENDA

COMMITTEE OF THE WHOLE

Meeting

4:00 PM - August 23, 2022

Committee Room, Hinton Government Centre

Page

1. **ORDER**

The Town of Hinton respectfully acknowledges that it is located on Treaty 6 Territory and Métis Nation Region No. 4. These are the traditional territories and ancestral lands of Indigenous Peoples including the Plains Cree First Nations, Aseniwuche Winewak Rocky Mountain First Nations, Stoney, Tsuu T'ina, Nakota, Denesuline, Saulteaux, Mountain Métis, Michif, and many other communities that continue to enrich the land on which the Town of Hinton was established.

With this sentiment,

1.1 Call to Order

2. **ADOPTION OF AGENDA**

2.1 Committee of the Whole Agenda

3. **CITIZENS "MINUTE WITH COUNCIL"**

4. **DELEGATIONS AND PRESENTATIONS**

5. **REPORTS FROM ADMINISTRATION**

3 - 8

5.1 Land Acknowledgement Statement Revision and Policy CL 1110

6. **REPORTING**

6.1 Council Reports

- Boards and Committees of Council

9 - 16

6.2 Chief Administrative Officer

- Reporting
- Status Report
- Council Action Pending List
- Council Action Complete List

7. **CLOSED SESSION**

Section 197(2) of the Municipal Government Act specifies that a council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of FOIP. The exceptions include matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests. No bylaw or resolution can be passed at a closed meeting except a resolution to revert to the open council meeting in public or to recess.

COMMITTEE OF THE WHOLE MEETING

Agenda

August 23, 2022

- 7.1 Work Disruption Plan - Closed per s. 24(1) of FOIP
- 7.2 Monetary Mandate for Collective Bargaining Union Negotiations - Closed per s. 25(1)(c)(iii) of FOIP
- 7.3 CAO Transition - Closed per s. 24 of FOIP

8. **ADJOURNMENT**

- 8.1 Adjournment



TOWN OF HINTON Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Committee of the Whole, August 23rd, 2022
PRESENTED BY: Paul Hanlan, Interim Chief Administrative Officer
RE: **LAND ACKNOWLEDGEMENT POLICY CL-1110**

Recommended Action

That Committee direct Council accept the Draft Land Acknowledgement Policy CL-1110 as presented.

Background

At the May 17th, 2022, Regular Meeting of Council, Council passed a resolution to instate the Land Acknowledgement Working Committee Terms of Reference. The Working Committee, composed of Councillors Maguhn & Race, with Councillor Haas serving as alternate, drafted the revised Land Acknowledgement Statement attached as Appendix I to Attachment 1 Land Acknowledgement Policy CL-1110.

This Policy appears before Committee today for review, input, and discussion before moving to Council for a decision. Recalling a direction from the previous Council's Standing Committee Meeting of June 22, 2021:

"That Committee direct Administration to bring forward a report with policy regarding an Indigenous people's traditional lands acknowledgement for the Town of Hinton at a meeting in August 2021"

Administration has chosen to include a Policy surrounding the work of the Working Committee to standardize the organizational procedures regarding the use of the Land Acknowledgement Statement.

Analysis

The Working Committee met preliminary on Thursday, July 7th, 2022, to draft a Land Acknowledgement Statement for community input. Over the course of the following month, the proposed Land Acknowledgement Statement was distributed to identified stakeholders for feedback and revisions by Councillor Race.

The original draft of the Land Acknowledgement produced by the Working Committee read:

"The Town of Hinton respectfully acknowledges that it is located on Treaty 6 and Métis Region No. 4. We recognize this traditional territory in order to honour the spirit of reconciliation and those who walked this land since time immemorial. Today, we uphold our ongoing responsibility to work together in the spirit of community with all the First Peoples and Nations that call this place home. The Town expresses gratitude for the opportunity to build a better community for generations to come."

Written by: Heather Mark, Municipal Intern

On August 4th, 2022, the Working Committee met again to finalize the draft Land Acknowledgement Statement for Committee review, as well as prepare a Policy on the official use of the Land Acknowledgement Statement.

Implications of Decision

Financial Implications

Items	Comments
Operating Cost/Implications	NA
Capital Cost	NA
Budget Available	NA
Source of Funds	NA
Unbudgeted Costs	NA

Public Engagement

Councillors will continue to receive community feedback regarding the use of the Land Acknowledgement Statement. The Policy has been set with a revision schedule of every three (3) years to ensure that any necessary revisions are implemented, and that the meaning behind the use of the Land Acknowledgement Statement continues to be honoured and upheld.

Communications

The Town of Hinton Communications Service Unit will release an update for internal and external stakeholders on the revised Land Acknowledgement Statement prepared by and for Council and the organization.

Communications will use the Land Acknowledgement Statement developed by Council as a banner for the Town of Hinton website and on Town socials as appropriate.

Risk / Liability

Council is adamant that the Land Acknowledgement Statement reflect the sentiment and values of the current Council, ensuring that such Statement is respectful and genuine.

Legislative Implications

Conforms with:	Yes/No/Partial	Comments
Council's Strategic Plan (2017-2021)	Yes	Opportunities: Diversity and Inclusion Initiatives Mission: Fostering positive relationships Key Principle: Inclusivity
Community Sustainability Plan	Yes	<ul style="list-style-type: none"> • Culture and Recreation <ul style="list-style-type: none"> ○ "The community's ethnic groups are... committed to maintaining their culture... [and] contribute to our community on a number of levels: personal, social, cultural, and economic." • Education and Wellness <ul style="list-style-type: none"> ○ "[Create] a safe, healthy, and caring community that fosters a sense of belonging and pride;"
Municipal Policies or Bylaws	Yes	<ul style="list-style-type: none"> • Council Procedure Bylaw • Culture Policy • Public Communications Policy • Social Media Policy
Provincial Laws or MGA	NA	


Other plans or policies	Yes	• <i>Canadian Multiculturalism Act</i>
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Options / Alternatives

1. That Committee direct Council accept the Draft Land Acknowledgement Policy CL-1110 as presented.
2. That Committee direct Council accept the Draft Land Acknowledgement Policy CL-1110 as amended.
3. That Committee refer this item to the September 13th, 2022, Committee of the Whole meeting for further review and discussion.
4. That Committee accept this item for information.

Attachment(s)

Attachment 1: Draft Land Acknowledgement Policy CL-1110

	Land Acknowledgement Policy
	Council Approved
	Council (CL) #1110
	Approved Month ##, 2022
	Next Review Date Month ##, 2025

1.0 POLICY STATEMENT

1.1 The Town of Hinton (the “Town”) is committed to recognizing, respecting, and affirming the ongoing relationships between peoples and the land, as well as fostering a spirit of welcomeness and honour for tradition through the implementation of a Land Acknowledgement Statement.

2.0 PURPOSE

2.1 This Policy provides parameters for the Town on the use of the Land Acknowledgement Statement.

3.0 SCOPE

3.1 The Land Acknowledgement Statement will be stated verbally at the start of each of the following:

- 3.1.1 Regular Meetings of Council;
- 3.1.2 Special Meetings of Council;
- 3.1.3 Committee of the Whole Meetings; and
- 3.1.4 Organizational Meetings of Council.

3.2 The Land Acknowledgement Statement will exist in print on each of the following:

- 3.2.1 Agendas;
- 3.2.2 The Town website; and
- 3.2.3 Town Social Media as applicable.

4.0 RESPONSIBILITIES

4.1 The Meeting Chair or their designate will be responsible for:

- 4.1.1 Reading the Land Acknowledgement Statement at the start of the occasions outlined under Section 3.1.

4.2 The Communications Coordinator or their designate will be responsible for:

- 4.2.1 Ensuring the accuracy of the Land Acknowledgement Statement on any Town Social Media or print material where it may appear.

5.0 RELATED MATTERS AND REFERENCES

- 5.1 Council Procedure Bylaw
- 5.2 Culture Policy
- 5.3 Public Communications Policy
- 5.4 Social Media Policy

6.0 DEFINITIONS

6.1 **Land Acknowledgement Statement:** a statement used to recognize, respect, and affirm the ongoing relationships between peoples and the land, as well as foster a spirit of welcomeness and honour for tradition.

7.0 APPENDICES, PROCEDURES, & FORMS

- 7.1 Land Acknowledgement Statement

8.0 REVISION CONTROL

- 8.1 This Policy must be reviewed every three (3) years out of consideration for the feedback garnered by the community regarding the Land Acknowledgement Statement.
- 8.2 Upon Council approval, all former versions of this Policy are hereby rescinded.

Date	Revision

This policy is subject to any specific provisions of the *Municipal Government Act* or other relevant legislation or Union Agreement.

Land Acknowledgement Statement

“The Town of Hinton respectfully acknowledges that it is located on the First People’s traditional lands. We recognize this traditional territory to show respect and understanding to those who walked this land since time immemorial. Today, we uphold our ongoing responsibility to work together in the spirit of the intent of the Treaties with all the First Peoples and Nations that call this place home. The Town expresses gratitude for the opportunity to build a better community on these sacred lands for generations to come.”

COUNCIL ACTION PENDING

As of August 23, 2022

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
Chief Administrative Officer M - 2643	That Committee direct Administration to proceed with developing a Trails Level of Service and Connectivity Plan using information derived from the organization-wide Service Level Review and to bring the plan to Council for approval one (1) month after receipt of Service Level Review.	26 Jul 2022	06 Sep 2022	06 Sep 2022	Heather Wayer	IN PROGRESS: Will align with Service Level Review.
Reporting M - 2662	That the Committee direct Administration to prepare a report by the October 4, 2022 meeting of Council regarding the future of the Hinton Community Sustainability Plan.	09 Aug 2022	06 Sep 2022	06 Sep 2022	Paul Hanlan	IN PROGRESS: Report to return to Council prior to October 4, 2022.
Status Report M - 2593	that Council have a discussion at the June 28, 2022 Committee of the Whole meeting regarding targeted spending increases for the 2023 budget process.	14 Jun 2022	28 Jun 2022	13 Sep 2022	Paul Hanlan	IN PROGRESS: CAO to align with 2023 Budget Process
At Council M - 2632	That Hinton Municipal Detachment Multi-Year Financial Plan (April 1, 2023, to March 31, 2028) be brought to a future Committee of the Whole Meeting for further discussion.	05 Jul 2022	30 Aug 2022	13 Sep 2022	Paul Hanlan	IN PROGRESS: Bringing to Committee Meeting in August.
Action Pend... M - 2629	That Council approves the reserve bids as shown on Attachment 1 for tax arrears properties 4, 21, 41, 42, 70, 80, 89, 271, and 328 (133 Jarvis Street), 2, 9A, 13A, 27, 73, and 114 (145 East River Road), and 106B Cheviot Drive and set the public auction date for September 23, 2022, at 1:00 pm. That Council approves the following sale conditions for the tax arrears properties that may be sold at the public auction: a) That a deposit of 10% of the purchase price be paid at the time of purchase, and b) That the balance of the purchase price be paid by September 30, 2022, at 4:00 pm	05 Jul 2022	23 Sep 2022	23 Sep 2022	Alicia Bourbeau	IN PROGRESS: Update will return to Council in September.

COUNCIL ACTION PENDING

As of July 26, 2022

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 2317	That Committee direct Administration to bring the Welcoming and Inclusive Communities Draft Policy AD 1201 to the Strategic Planning Session of the new Council.	31 Aug 2021	31 Dec 2021	27 Sep 2022	Paul Hanlan	ON HOLD: Until incoming Council establishes timeline for Strategic Planning Session as this will be discussed then.
MD - 2452	That Committee direct Administration to bring the phased implementation of the Fire Underwriters Study recommendations as part of the 2023 – 2027 budget process.	25 Jan 2022	06 Sep 2022	27 Sep 2022	Maurice de Beudrap	PENDING: Recommendations along with cost implications will be brought forward for Council consideration during the 2023 operational budget planning process.
MD - 2564	to direct Administration to bring back a report to a Committee of the Whole Meeting prior to the 3rd quarter of 2022 with regards to the Royal Canadian Legion Municipal Taxes.	17 May 2022	27 Sep 2022	27 Sep 2022	Alicia Bourbeau	PENDING: Will return to Council prior to the end of the 3rd quarter. To form part of Civic Agency?
MD - 2592	That Committee direct Administration to bring back a draft Budget Policy to a future Committee of the Whole Meeting before the end of August 2022.	14 Jun 2022	23 Aug 2022	27 Sep 2022	Paul Hanlan	IN PROGRESS: Working on draft Policy.
MD - 2607	That Council move to direct Administration to bring a report to a future Committee of the Whole Meeting regarding the establishment of a publicly accessible list of business license holders and/or locations in the Town of Hinton, especially pertaining to Short Term Rental Providers.	21 Jun 2022	02 Aug 2022	27 Sep 2022	Winston Rossouw	IN PROGRESS: will present at a Committee meeting in September 2022.
MD - 2633	that Council direct Administration to bring a report detailing options regarding Community Policing in the Town of Hinton before the end of September 2022.	05 Jul 2022	30 Sep 2022	30 Sep 2022	Maurice de Beudrap	IN PROGRESS: Will return to Council with a report in September 2022.
MD - 2661	Committee accepts this Report for information and direct Administration to prepare a report to recognize the September 30th, 2023, Truth and Reconciliation Day.	09 Aug 2022	18 Oct 2022	18 Oct 2022	Paul Hanlan	IN PROGRESS: Will prepare a report to align with the 2023 Budget Process.

COUNCIL ACTION PENDING

As of July 26, 2022

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
M - 2031	That Council direct Administration to develop the Full Cost Recovery Volume based Fee structure for Residential and Commercial Customers based on service costs	14 Jul 2020	30 Sep 2020	25 Oct 2022	Winston Rossouw	PENDING: Commercial forms part of the Waste Management Bylaw. Possibly rescind this motion.
M - 2112	That Council direct Administration to bring back a report outlining options for land consolidation at the Hinton Golf Course to a Standing Committee meeting before the end of Q2 2021.	10 Nov 2020	30 Jun 2021	25 Oct 2022	Winston Rossouw	IN PROGRESS: Bring back to Council to have the motion rescinded.
M - 2136	That Council direct Administration to pursue Option 3 as the preferred approach – A Collaborative Partnership approach in the development of the Boutin Avenue lands with other organizations and developers and collaboratively seek other sources of grant funding to provide affordable housing through a phased approach and that Council direct Administration to make application for the Canada Mortgage and Housing Rapid Housing Initiative Grant and the SEED Funding Grant using Colliers Project Leaders consulting services to an amount not to exceed \$45,500.	21 Nov 2020	01 Jan 2021	25 Oct 2022	Winston Rossouw	IN PROGRESS: Partial Grant received December 2021. Discussion with Developers underway. Looking at rescinding this motion.
M - 2665	That Council approve the recommendations of the Beaver Boardwalk Community Oversight Committee for inclusion in the design plans for the Beaver Boardwalk Rehabilitation Funding Application. That Council direct Administration to update the BBOC Terms of Reference to reflect the consolidation and inclusion of BEBO Committee and BBOC recommendations as previously approved by Council.	16 Aug 2022	16 Aug 2022	08 Nov 2022	Heather Waye	IN PROGRESS: Will bring updated terms of reference to a future COW Meeting.

COUNCIL ACTION PENDING

As of July 26, 2022

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 2108	That Council direct Administration to bring a report regarding taxation of mobile home park property and residences to a Standing Committee meeting before the end of June 2021.	03 Nov 2020	30 Jun 2021	22 Nov 2022	Alicia Bourbeau	ON HOLD: Reprioritized by Council to June 2022. Will bring a report to Council by the end of Q3, 2022. New CAO and Director of Corporate Services will review.
MD - 2645	That Committee direct Administration to allow the current agreement to expire on December 31st, 2022 with intent to cease the existing Automated Traffic Enforcement (ATE) Program effective that date and issue a Request For Proposal (RFP) to potentially select an ATE operator for Hinton.	26 Jul 2022	31 Dec 2022	31 Dec 2022	Maurice de Beudrap	In Progress
MD - 2646	That Committee direct Administration, in joint effort with the RCMP, Peace Officers and other enforcement agencies, to explore strategies and tactics to compliment the overall traffic safety efforts in Hinton by December 31st, 2022.	26 Jul 2022	31 Dec 2022	31 Dec 2022	Maurice de Beudrap	In Progress
MD - 2202	That Council secure the land at Erith Park for the purposes of advancing the All Wheel Park Project Proposal whereas the securement for the all wheel park project expires after 48 months if the project has not been advanced.	02 Mar 2021	31 Mar 2025	24 Jan 2023	Paul Hanlan	ON HOLD: Until a further status update is received as requested from this group.
MD - 2420	That Committee direct Administration bring forward a draft Whistle Blower Policy before the end of May 2023.	14 Dec 2021	23 May 2023	23 May 2023	Paul Hanlan	ON HOLD: No action on this item at this time.
MD - 2191	Seek consensus that all individual reserves be removed from the Fiscal Responsibility Policy and be replaced with overarching reserve policies. That the above motion be referred to the March 9, 2021 Standing Committee meeting to allow Administration to explore the possibility of including appendix material as discussed in the Standing Committee meeting of Tuesday, February 9, 2021.	09 Feb 2021	09 Mar 2021	28 Jun 2023	Alicia Bourbeau	ON HOLD: Draft completed. Reprioritized by Council to June 2023 - MD-2486

COUNCIL ACTION PENDING

As of July 26, 2022

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 2192	Direct Administration to bring back the Fiscal Responsibility Policy FN -1301 with a review date of March 2022. That Section 6.8 include no later than 6 weeks from the end of the quarter.	09 Feb 2021	09 Mar 2021	28 Jun 2023	Alicia Bourbeau	ON HOLD: The various policies of the fiscal responsibility framework are under development. Reprioritized by Council to June 2023. MD-2487.

Chief Administrative Officer Reporting Status Report Council Action Pend...

Council Action Complete List

Item Number	Action Required	Meeting Date	Date Completed	Staff Responsible	Additional Comments
MD - 2335	That Council direct Administration to proceed with naming the Football Field and Track Area at the Hinton Recreation Centre to the Chris Johnstone Field.	07 Sep 2021	09 Aug 2022	Winston Rossouw	COMPLETE: Naming request is complete (Sept. 2021) Additional report from Community Services to Council as follow up action. Staff Resp. is New Director of Com. Serv.
MD - 2479	That Committee direct Administration to split the tender for the Maxwell Lake Bridge Rehabilitation Project and post a tender for a minimum of four (4) weeks.	22 Feb 2022	16 Aug 2022	Winston Rossouw	COMPLETE: SEE MD-2665
MD - 2594	Move to amend the Mobile Vendor approved location Green Square Map to include only the designated parking stalls directly adjacent to the Green Square inner-curb.	21 Jun 2022	16 Aug 2022	Winston Rossouw	COMPLETE:
MD - 2595	That Council move to provide one additional parking spot on the north-east corner facing Highway 16 on the Green Square Map.	21 Jun 2022	16 Aug 2022	Winston Rossouw	COMPLETE:
MD - 2608	That Council give the Land Use Bylaw No. 1088-17 First Reading; and schedule a Public Hearing on August 2, 2022, at 4:00 p.m. in the Council Chambers to hear public comments on Bylaw No. 1088-17.	21 Jun 2022	02 Aug 2022	Winston Rossouw	COMPLETE:
MD - 2609	That Council provides \$40,000 from the "Remaining 2022 Economic Development Budget" to the Hinton Chamber of Commerce to fund a Destination Management Administrator for 2022.	21 Jun 2022	02 Aug 2022	Paul Hanlan	COMPLETE: SEE MD-2657
MD - 2638	That Committee direct Administration to bring Draft Bylaw No. 1169 Hinton Youth Advisory Council to the August 2nd, 2022, Regular Meeting of Council as presented.	12 Jul 2022	02 Aug 2022	Laura Howarth	COMPLETE: BYLAW PASSED AUGUST 2/22
MD - 2641	that Council direct the Mayor to initiate contract negotiations with CAO Candidate as discussed in Closed Session.	19 Jul 2022	02 Aug 2022	Paul Hanlan	COMPLETE - SEE MD-2658

Council Action Complete List

Item Number	Action Required	Meeting Date	Date Completed	Staff Responsible	Additional Comments
MD - 2647	That Committee direct Administration to bring back the Replacement of Town Owned Sweeper (1997 Elgin Eagle) Report Option 1 (purchase a near-new diesel-powered rental return street sweeper) to the Regular Council Meeting on August 2nd, 2022, for decision, as presented.	26 Jul 2022	02 Aug 2022	Winston Rossouw	COMPLETE - SEE MD-2656
MD - 2649	That Council give Land Use Bylaw No. 1088-17 Second Reading.	02 Aug 2022	02 Aug 2022	Winston Rossouw	COMPLETE:
MD - 2650	That Council give Land Use Bylaw No. 1088-17 Third Reading.	02 Aug 2022	02 Aug 2022	Winston Rossouw	COMPLETED:
MD - 2651	that council give business license bylaw 1126-2 Third Reading as amended.	02 Aug 2022	02 Aug 2022	Winston Rossouw	COMPLETE:
MD - 2652	That Council give Hinton Youth Advisory Council Bylaw No. 1169 First Reading, as presented;	02 Aug 2022	02 Aug 2022	Caryn Bouchard	COMPLETE:
MD - 2653	That Council give Hinton Youth Advisory Council Bylaw No. 1169 Second Reading, as presented;	02 Aug 2022	02 Aug 2022	Caryn Bouchard	COMPLETE:
MD - 2654	That Council vote to give unanimous consent to Hinton Youth Advisory Council Bylaw No. 1169	02 Aug 2022	02 Aug 2022	Caryn Bouchard	COMPLETE:
MD - 2655	That Council give Hinton Youth Advisory Council Bylaw No. 1169 Third and Final Reading as presented.	02 Aug 2022	02 Aug 2022	Caryn Bouchard	COMPLETE:
MD - 2656	That Council approves the purchase of a rental return Elgin Eagle Street sweeper for a price not to exceed \$350,000 as discussed at the July 26, 2022 Committee of the Whole Meeting.	02 Aug 2022	02 Aug 2022	Winston Rossouw	COMPLETE: Approved by Council.
MD - 2657	That Council provide up to \$25,000 from the "Remaining 2022 Economic Development Budget" to Community Futures West Yellowhead to provide funds for a Local Economic Recovery Grant Program to be expended before the end of 2022.	02 Aug 2022	09 Aug 2022	Paul Hanlan	COMPLETE:
MD - 2658	that council approve the draft amendments to the CAO Contract as discussed in Closed Session.	02 Aug 2022	02 Aug 2022	Paul Hanlan	COMPLETE:

Council Action Complete List

Item Number	Action Required	Meeting Date	Date Completed	Staff Responsible	Additional Comments
MD - 2659	That Council give Land Use Bylaw No. 1088-17 Third Reading.	02 Aug 2022	02 Aug 2022	Winston Rossouw	COMPLETE:
MD - 2660	That Committee direct Administration to incorporate the recommendations of the Beaver Boardwalk Community Oversight Committee, excluding Additional BBOC Recommendation C, into the design plans for the Beaver Boardwalk Rehabilitation funding application and direct Administration to bring the recommendations to the August 16, 2022, Council meeting for approval.	09 Aug 2022	16 Aug 2022	Heather Waye	COMPLETE:
MD - 2669	that Council approve the changes to the draft CAO Contract as discussed in Closed Session.	16 Aug 2022	16 Aug 2022	Paul Hanlan	COMPLETE:
MD - 2670	to direct the Mayor to sign the CAO Contract.	16 Aug 2022	16 Aug 2022	Paul Hanlan	COMPLETE: